

City of Coquitlam

Request for Proposals

RFP No. 25-111

Event Logistics Services

TABLE OF CONTENTS

1. KEY DATES	3
2. PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS	3
3. DEFINITIONS	4
4. INSTRUCTIONS TO PROPONENTS	5
4.1. Acknowledgement	5
4.2. Purpose	5
4.3. Proposal Submission	5
4.4. Prices	5
4.5. Requested Departures	5
4.6. Evaluation Criteria	5
4.7. Term	8
5. PROJECT SPECIFIC TERMS AND CONDITIONS	8
5.1. Permits and Regulations	8
5.2. Site Control and Organization	8
5.3. Protection of Public	8
6. SCOPE OF SERVICES	8
6.1. Overview	8
6.2. Project Management	9
6.3. Planning and Production	9
6.4. Event Day Operations & Staffing	9
6.5. Food & Beverage Management	10
6.6. Entertainment Management	10
6.7. Vendor & Community Partner Management	10
6.8. Deliverables	10
6.9. No Deposits or Pre-Payments	10
6.10. Approval	11
6.11. Extra Work	11
6.12. Traffic and Pedestrian Control	11
6.13. Clean Up	11
6.14. Public Relations	11

[PROPOSAL SUBMISSION FORM](#)

1. KEY DATES

RFP Issue Date	Thursday, December 4, 2025
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Tuesday, January 6, 2026
Submission Deadline	2:00 PM (local time) Friday, January 9, 2026

Please Note: The Procurement Department at City Hall will be closed at 12:00 PM on Wednesday, December 24, 2025 and reopen at 08:00 AM on Friday, January 02, 2026. Inquiries will not be reviewed until January 02, 2026. City service operations will remain in full service

2. PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIQs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services

Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.

- c) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- d) Prime Contractor Designation Form and be responsible for all the Work at the site in accordance with WCB regulations
- e) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- f) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

3. DEFINITIONS

“Agreement” “Contract” means the City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” “Owner” means City of Coquitlam;

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works.

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

“Project Manager” means the City staff member appointed to coordinate the Work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the Work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

4. INSTRUCTIONS TO PROPONENTS

4.1. Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hǵəmiḱə́m (HUN-kuh-MEE-num) word kʷikwə́ləm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́ləm traditional and ancestral lands, including those parts that were historically shared with the ǵíćə́y (kat-zee), and other Coast Salish Peoples.

4.2. Purpose

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of **Event Logistics Services**. Refer to **Section 6, Scope of Services** for further details.

4.3. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission.

4.4. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the Term of the Contract.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

4.5. Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent's Proposal Submission.

4.6. Evaluation Criteria

a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal

Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

- I. Non-conforming
 - Are not submitted in Microsoft Word format.
 - Rely solely on references such as "see section X in the attached document" without providing summaries.
- II. Authenticity and AI Generated Content
 - The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.
 - Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	30
Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	30
Total	100

d) The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Sub-contractors
- Key Personnel on project team, qualifications and experience
- Demonstrated ability to manage performers, vendors and suppliers

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Methodology, set-up and execution of the Work
- Quality Assurance and Safety
- Risk factors
- Ability to comply with the stated specifications and requirements
- Event safety planning, emergency procedures and crowd-management approach Proposed site plan development and operational planning approach
- Supplier, vendor, food truck and performer coordination strategy
- Communication protocols and project management structure
- Understanding of the City's objectives, constraints and event environment

Financial

- Price

e) Proposal Comparison

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
 - As part of the evaluation of Corporate Experience

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

g) Additional Evaluation Considerations

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

h) Proposal Compliance and Rejection

Incomplete Proposals or Proposals submitted on forms other than the Proposal Submission Form may be rejected.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

i) **Disclosure of Information**

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

4.7. Term

The initial term of the Contract is nine (9) months with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

5. PROJECT SPECIFIC TERMS AND CONDITIONS

5.1. Permits and Regulations

The Contractor is to obtain permits, pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the Work.

5.2. Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows, with the removal of trash and debris daily.

5.3. Protection of Public

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from maintenance operations and related activities.

The Contractor shall promptly report to the City any safety incidents as they occur

6. SCOPE OF SERVICES

6.1. Overview

The City is seeking a qualified Contractor to provide comprehensive event production services for a series of large-scale public events. Services include project management, planning, logistics, coordination of suppliers and vendors, on-site event operations, and

post-event support. The Contractor will be responsible for delivering a safe, well-organized, and engaging event experience in alignment with the City's objectives and requirements.

A minimum of 7 events are anticipated to take place at an outdoor venue. Each event will include live entertainment, food vendors, onsite staffing, crowd management, security, and supporting infrastructure.

The City's standard practice is not to provide deposits. However, for this Contract only, the City may consider a deposit for entertainers where industry practice requires it. Any deposit will be subject to City approval and must be fully supported by a signed performance agreement that includes clear deliverables and refund provisions.

6.2. Project Management

The Contractor shall provide full project management services in collaboration/alignment with City project, budget, and communication timelines, including:

- Development of a detailed project plan, work breakdown structure, and critical path
- Budget tracking and reporting
- Management of the event planning committee and coordination with City staff
- Coordination of required permits (e.g., liquor, health authority, municipal permits)
- Oversight of all operational and logistical components
- Regular progress meetings and reporting

6.3. Planning and Production

The Contractor shall be responsible for all planning and production tasks, including:

- Venue coordination and liaising with City staff
- Development of event site plans
- Programming and entertainment planning
- Identification and coordination of all required suppliers (subject to City approval)
- Development of event safety plans, operational communications plans, and emergency procedures in collaboration with City staff
- Development of traffic, parking, and crowd-management plans (as required)

6.4. Event Day Operations & Staffing

The Contractor shall manage all event-day logistics, including but not limited to:

- Onsite event management and supervision of all Contractor staff
- Vendor, and performer point-of-contact during event hours
- Coordination of set-up and strike activities
- Management of rental equipment
- Coordination of First Aid services
- Management of security services
- Oversight of the Event Command Centre and escalation of operational issues

- Power, lighting, AV, and technical coordination
- Waste management supplier coordination
- Preparation of a detailed production schedule / master script

6.5. Food & Beverage Management

The Contractor to:

- Source and coordinate food trucks and/or food vendors
- Manage all required permits and approvals
- Oversee all food and beverage-related logistics
- Ensure compliance with health and safety regulations

6.6. Entertainment Management

The Contractor to:

- Curate and contract performers, emcees, and stage personnel
- Manage performer logistics, technical needs, and hospitality requirements
- Coordinate performance schedules
- Ensure all performers and emcees are approved by the City prior to contracting
- Manage entertainment-related payments and deliverables

6.7. Vendor & Community Partner Management

The Contractor to:

- Source, coordinate, and manage community vendors and partners (in collaboration with City Special staff and subject to City approval)
- Serve as the primary contact for all vendors from planning through event completion
- Oversee onsite vendor logistics and integration into the event plan

6.8. Deliverables

The Contractor is expected to deliver, at minimum:

- Project management plan and timeline
- Site plan(s)
- Supplier list and schedules
- Production schedule / master script
- Safety and emergency plans
- Traffic/crowd management plan (if applicable)
- Food vendor and entertainment schedules
- Event-day staffing plan
- Post-event summary (optional)

6.9. No Deposits or Pre-Payments

The City will not issue deposits or pre-payments under any circumstances for this engagement.

The Contractor shall be fully responsible for ensuring that all third-party suppliers, performers, emcees, stage managers, and subcontractors engaged for the delivery of the Work accept the City's standard payment terms without requiring deposits or advance payments.

The Contractor must:

- Confirm that all suppliers and performers accept net-15 payment after the event or upon receipt of approved invoices
- Structure all agreements so no upfront payments, retainers, or deposits are required

6.10. Approval

In all cases where approval or direction is required, it shall be provided by the City's representative.

6.11. Extra Work

The Contractor must receive written approval from the City prior to commencing any additional Works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Contractor fees exceed the original proposed purchase order amount. In this situation the Contractor will be requested to submit scope of Work change alternatives to meet the budget.

A separate schedule of values is required as supporting documentation to the invoice for all additional Services.

Any invoice encompassing extra Work or additional Work not previously approved in writing will not be accepted by the City.

6.12. Traffic and Pedestrian Control

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic and pedestrian control services, either in-house or through a sub-contractor. The Contractor shall take full responsibility to ensure that all traffic and pedestrian control is carried out in accordance with the most recent edition of the Ministry of Transportation and Highways Traffic Control Manual for Work on Roadways and any applicable WorkSafeBC Regulations for services performed on City roads and sidewalks.

6.13. Clean Up

At the end of each day the Contractor shall ensure the site is safe and secure and, at the conclusion of Work, the Contractor shall clean out all debris promptly remove any equipment or materials and leave the site of the Work in a clean and tidy condition.

6.14. Public Relations

Good public relations must be maintained at all times by the Contractor, the Contractor's employees, and representatives. All enquiries and complaints must be satisfactorily resolved in a courteous and businesslike manner and be acted upon within a 24-hour period.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-111

Event Logistics Services

Proposals will be received as per the date and time specified in the [Key Dates Section](#) of the RFP.

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFP Number and Name

2. Add files and "Send Files"

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Legal Name of Company	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES

a) CONTRACT - I/We have reviewed the City's **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of the RFP) and would be prepared to enter into an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

c) DEPOSIT REQUIREMENT - Does your Proposal require a deposit as a condition of contracting entertainers?:

Yes	No
If yes please specify	
Deposit amount or percentage:	
Circumstances under which the deposit is required:	
Refund or cancellation terms:	

2. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):
i. Provide an overview of the Proponent's organizational background, including history, mission, vision, corporate structure, and years in business:
ii. Provide a detailed narrative as to the Proponent's understanding of the project objectives, outcomes and vision:
iii. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
i. Provide background information on your ability to manage performers, vendors and suppliers :

b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):	
Reference No. 1	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

Reference No. 2	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:
Reference No. 3	
Project Title and Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Completed on budget and schedule	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

c) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City's written approval. (use the spaces provided and/or attach additional pages, if necessary)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				

d) SUB-CONTRACTORS - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City's written approval:

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	

Contact Information	Name:
	Phone Number:
	Email Address:
Sub-Contractor No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

3. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

I.	Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City
II.	What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
III.	What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:
IV.	What policies does your organization have to support reconciliation with indigenous peoples:

4. TECHNICAL

a) APPROACH and METHODOLOGY - Summarize the key features of your Proposal and outline the Technical Approach to be used. Provide a brief description of the components required for the successful completion of the Work.
I. Delivery, Set-Up and Execution - Proposals should outline the plan for the delivery, set up, and execution of the Work.
II. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.
III. Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these.
IV. Safety - Proponent is to state how they will address safety on the Work site.
V. Describe how your firm manages performers, vendors and suppliers without deposits or pre-payments, including examples from similar events
VI. Event Safety, Emergency Procedures and Crowd Management - Describe your approach to event safety planning, including emergency procedures, incident response and crowd-management strategies for large public events
VII. Site Plan and Operational Planning - Outline your proposed approach to site plan development and operational planning for events of this scale, including site layout, attendee flow and logistical sequencing

VIII.	Supplier, Food Truck, Vendor and Performer Coordination - Explain your strategy for coordinating suppliers, food trucks, vendors and performers, including communication, scheduling and quality control processes
IX.	Communication Protocols and Project Management - Describe your communication protocols and project management structure, including reporting lines, information flow and escalation procedures

5. FINANCIAL

a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Event Logistics & Production Fee (Base Package for 3 Events) – <i>includes project management, planning, production, entertainment coordination, food truck management, event day staffing, vendor coordination, safety planning, crowd management coordination, and all tasks in the Scope of Work.</i>	Lump Sum	\$
ii.	Additional Event Days (Rate Per Event Day) - <i>for complete delivery of logistics, production, crew, onsite management, and program execution for any additional viewing events beyond the initial three.</i>	Unit Rate	\$
iii.	Other not listed		\$
iv.	Other not listed		\$
Total			\$

Attention Purchasing Manager:

6. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City's website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
7. **I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, agree to the City's **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) and will accept the City's Contract as defined within this RFP document.
8. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
9. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ____ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Legal Name of Company	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.